United Nations ST/IC/2002/31

Secretariat

17 May 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, is issued monthly to enhance transparency and to enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in April 2002.

* Expiration date of the present information circular: 31 December 2002.

02-38843 (E) 280502

Annex

Placement and promotion
1 to 30 April 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Asmelash, Yoseph	M	UNCTAD	UNCTAD	P-3	01-E-TAD-400827-I-GE
Corona, Rowena[a]	F	ICSC	ICSC	P-3	01-M-ICS-002400-I-NY
Coullare, Francesca	F	DESA	DESA	P-3	01-M-ESA-002194-I-NY
Gheorghe, Eugen	M	DPI	OLA	P-3	01-D-OLA-002142-I-NY
Kollies-Cummings, Ute	F	OCHA	OCHA	P-3	[b]
Lisov, Cristian	M	OIOS	OIOS	P-3	01-F-010-002054-I-NY
Park, Daeyoung	M	OIOS	OIOS	P-3	01-F-010-002054-I-NY
Pratt, Candace Melanais	F	DM	UNOIP	P-3	01-F-OIP-002201-I-NY
Capote Gonzalez, Nero Alejandro	M	DGAACS	DGAACS	P-4	01-T-DGA-002158-I-NY
Elsin, Ahed Sboul	F	ESCWA	ESCWA	P-4	01-T-ECW-00X297-I-BE
Inchaurbe, Jose Miguel	M	DGAACS	DGAACS	P-4	01-T-DGA-002158-I-NY
Manchon, Elena	F	DGAACS	DGAACS	P-4	01-T-DGA-002158-I-NY
Mrkic, Srdan	M	DESA	DESA	P-4	01-M-ESA-002170-I-NY
Pereira, Adelino	M	UNOG	UNOG	P-4	01-T-UNG-400785-I-GE
Sanchez, Jaime	M	DGAACS	DGAACS	P-4	01-T-DGA-002158-I-NY
Valledor, Pilar	F	DGAACS	DGAACS	P-4	01-T-DGA-002158-I-NY
Xie, Qiong	F	UNOG	UNOG	P-4	01/3
Guillocheau-Archer, Janine	F	DGAACS	DGAACS	P-5	01-T-DGA-002175-I-NY
Lestelle, Claude	M	DGAACS	DGAACS	P-5	01-T-DGA-002175-I-NY
Ninaber Van Eyben, Magdalena	F	OCHA	OCHA	P-5	[b]
Perazzo, Jose Maria	M	DGAACS	DGAACS	P-5	01-T-DGA-002159-I-NY
D'Angelo, Massimo	M	DESA	DESA	D-1	01-E-ESA-001971-E-NY
Zinchenko, Alexei	M	OLA	OLA	D-1	01-L-OLA-002052-E-NY
Placement					
Hermie, Vincent Gilbert	M	DPI	UNOG	P-2	02-B-UNG-400923-I-GE
Kang, Chul Min[c]	M	DM/OPPBA	DM/OPPBA	P-5	01-F-DOM-002058-E-NY

[a] The Secretary-General approved a list of alternative candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[b] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

[c] The Secretary-General approved the placement of the staff member against the post at his current level. The promotion of the staff member will be implemented when he has reached the established seniority in grade for accelerated promotion to the higher level.

United Nations ST/IC/2002/32

Secretariat

17 May 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, is issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8, i.e., placements and promotions will be effective the first day of the month following their approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in April 2002.

* Expiration date of the present information circular: 31 December 2002.

02-38839 (E) 280502

Annex

Placement and promotion
1 to 30 April 2002

Name	*Gender*	*Releasing department/office*	*Receiving department/office*	*Post level*	*Vacancy number*
Promotion					
Carrico, Frederick	M	DM/OCSS	DM/OCSS	S-7	00-G-OCS-918-S7
di Benedetto, Lorenzo	M	DM/OCSS	DM/OCSS	TC-4	[a]
Jardine, Ernesto	M	DM/OCSS	DM/OCSS	TC-4	[a]
Abebe, Tadele	M	DM/OCSS	DM/OCSS	TC-5	[a]
Collins, Mildred	F	DM/OHRM	DM/OHRM	G-5	01-G-HRM-2305-G5
Sheehan, Colette	F	DPI	DPI	G-5	[a]
Syyap, Celia	F	DESA	DESA	G-5	01-G-DESA-2055-G5
Cruchaga, Cecilia[b]	F	DM/OHRM	DM/OCSS	G-6	01-G-OCS-1917-G6
Garratt, Martin[c]	M	DGAACS	DGAACS	G-7	01-G-DGA-001993-G7
Juneja, Darida[d]	F	DM/OHRM	DPKO	G-7	01-G-DPK-1851-G7
Yee Wei Hong, Janice[e]	F	DPKO	DPKO	G-7	01-G-DPK-1851-G7

[a] The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/1999/8.

[b] The Secretary-General approved the placement of the staff member against the post at her current level. The promotion of the staff member will be implemented when she has reached the established seniority in grade for accelerated promotion to the higher level.

[c] The Secretary-General approved a list of alternative candidates in accordance with the provisions outlined in administrative instruction ST/AI/1999/8.

[d] The Secretary-General approved a roster of candidates in accordance with the provisions outlined in Secretary-General's bulletin ST/SGB/2001/4.

[e] This was an alternative candidate approved by the Secretary-General in April 2002 in accordance with the provisions of ST/SGB/2001/4.

United Nations ST/IC/2002/33

Secretariat

30 May 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of April 2002 reflects a 2.78 per cent movement over the April 2001 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 2.50 per cent, with effect from 1 May 2002.

3. The amount of dependency allowances will be revised, effective 1 May 2002, as follows: $3,321 for dependent spouse; $1,932 for dependent child; $1,318 for secondary dependant; and $3,127 for first dependent child of a divorced or single parent, widow or widower.

4. The amounts of the first and second language allowances will be revised, effective 1 May 2002, to $1,752 and $876 net per annum, respectively.

5. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 May 2002 and will be reflected in the end of June 2002 payroll.

* The present circular, which cancels and supersedes circulars ST/IC/2001/39 and ST/IC/2001/61 dated 31 May 2001 and 10 August 2001, respectively, will be in effect until further notice.

02-40632 (E) 070602

Annex

Salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2002

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	55 034	57 234	59 434	61 752	64 112	66 471	68 830	71 190	73 549	75 909	78 268*
	(Gross pension)	53 842	55 956	58 069	60 183	62 296	64 448	66 648	68 846	71 046	73 245	75 445*
	(Total net)	42 725	44 353	45 981	47 609	49 237	50 865	52 493	54 121	55 749	57 377	59 005*
	(Net pension)	42 725	44 353	45 981	47 609	49 237	50 865	52 493	54 121	55 749	57 377	59 005*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	49 558	51 545	53 531	55 518	57 504	59 491	61 584	63 714	65 845	67 975	70 106*
	(Gross pension)	48 577	50 486	52 395	54 303	56 213	58 121	60 030	61 940	63 863	65 849	67 836*
	(Total net)	38 673	40 143	41 613	43 083	44 553	46 023	47 493	48 963	50 433	51 903	53 373*
	(Net pension)	38 673	40 143	41 613	43 083	44 553	46 023	47 493	48 963	50 433	51 903	53 373*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	44 581	46 378	48 176	49 973	51 770	53 568	55 365	57 162	58 959	60 812	62 739*
	(Gross pension)	43 793	45 520	47 247	48 975	50 702	52 429	54 156	55 884	57 611	59 338	61 064*
	(Total net)	34 990	36 320	37 650	38 980	40 310	41 640	42 970	44 300	45 630	46 960	48 290*
	(Net pension)	34 990	36 320	37 650	38 980	40 310	41 640	42 970	44 300	45 630	46 960	48 290*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	40 104	41 730	43 355	44 981	46 607	48 232	49 858	51 484	53 109	54 735	56 361*
	(Gross pension)	39 487	41 050	42 613	44 176	45 741	47 304	48 867	50 430	51 993	53 557	55 120*
	(Total net)	31 677	32 880	34 083	35 286	36 489	37 692	38 895	40 098	41 301	42 504	43 707*
	(Net pension)	31 677	32 880	34 083	35 286	36 489	37 692	38 895	40 098	41 301	42 504	43 707*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	36 166	37 584	39 003	40 438	41 914	43 389	44 865	46 341	47 816	49 292	50 768*
	(Gross pension)	35 561	36 978	38 395	39 813	41 230	42 647	44 065	45 481	46 899	48 316	49 733*
	(Total net)	28 648	29 740	30 832	31 924	33 016	34 108	35 200	36 292	37 384	38 476	39 568*
	(Net pension)	28 648	29 740	30 832	31 924	33 016	34 108	35 200	36 292	37 384	38 476	39 568*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	32 644	33 927	35 210	36 494	37 777	39 060	40 357	41 692	43 027	44 362*	
	(Gross pension)	32 033	33 317	34 600	35 883	37 167	38 450	39 734	41 017	42 301	43 584*	
	(Total net)	25 936	26 924	27 912	28 900	29 888	30 876	31 864	32 852	33 840	34 828*	
	(Net pension)	25 936	26 924	27 912	28 900	29 888	30 876	31 864	32 852	33 840	34 828*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	29 448	30 608	31 768	32 927	34 087	35 247	36 406	37 566	38 726*		
	(Gross pension)	28 985	30 087	31 189	32 320	33 479	34 638	35 798	36 956	38 116*		
	(Total net)	23 475	24 368	25 261	26 154	27 047	27 940	28 833	29 726	30 619*		
	(Net pension)	23 475	24 368	25 261	26 154	27 047	27 940	28 833	29 726	30 619*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration) (net per annum):

	$
First language	1 752
Second language	876

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	59 569	61 703	63 868	66 033	68 199	70 364	72 529	74 694	76 859	79 025	81 190	83 355
	(Gross pension)	58 197	60 138	62 078	64 040	66 058	68 077	70 097	72 115	74 134	76 153	78 172	80 191
	(Total net)	46 081	47 575	49 069	50 563	52 057	53 551	55 045	56 539	58 033	59 527	61 021	62 515
	(Net pension)	46 081	47 575	49 069	50 563	52 057	53 551	55 045	56 539	58 033	59 527	61 021	62 515
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided for in the Staff Rules is treated as special leave with pay.

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:
(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	48 495	50 909	53 324	55 739	58 154
	(Gross pension)	47 557	49 878	52 196	54 517	56 836
	(Total net)	37 886	39 673	41 460	43 247	45 034
	(Net pension)	37 886	39 673	41 460	43 247	45 034
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	42 659	44 522	46 384	48 246	50 108
	(Gross pension)	41 950	43 739	45 526	47 315	49 105
	(Total net)	33 568	34 946	36 324	37 702	39 080
	(Net pension)	33 568	34 946	36 324	37 702	39 080
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	39 138	40 804			
	(Gross pension)	38 531	40 165			
	(Total net)	30 936	32 195			
	(Net pension)	30 936	32 195			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from the application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	71 375	74 207	77 039	79 871	82 703	85 535	88 367	91 199	94 030*				
	(Gross pension)	69 026	71 665	74 305	76 945	79 584	82 223	84 864	87 504	90 144*				
	(Total net)	54 249	56 203	58 157	60 111	62 065	64 019	65 973	67 927	69 881*				
	(Net pension)	54 249	56 203	58 157	60 111	62 065	64 019	65 973	67 927	69 881*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	66 010	68 646	71 283	73 919	76 555	79 191	81 828	84 464	87 100*				
	(Gross pension)	64 011	66 471	68 930	71 390	73 849	76 308	78 767	81 227	83 686*				
	(Total net)	50 547	52 366	54 185	56 004	57 823	59 642	61 461	63 280	65 099*				
	(Net pension)	50 547	52 366	54 185	56 004	57 823	59 642	61 461	63 280	65 099*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	60 610	63 059	65 509	67 958	70 407	72 857	75 306	77 755	80 204*				
	(Gross pension)	59 156	61 350	63 549	65 834	68 118	70 402	72 687	74 972	77 256*				
	(Total net)	46 821	48 511	50 201	51 891	53 581	55 271	56 961	58 651	60 341*				
	(Net pension)	46 821	48 511	50 201	51 891	53 581	55 271	56 961	58 651	60 341*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	55 453	57 547	59 642	61 862	64 109	66 355	68 601	70 848	73 094*				
	(Gross pension)	54 244	56 258	58 270	60 282	62 295	64 341	66 436	68 530	70 625*				
	(Total net)	43 035	44 585	46 135	47 685	49 235	50 785	52 335	53 885	55 435*				
	(Net pension)	43 035	44 585	46 135	47 685	49 235	50 785	52 335	53 885	55 435*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	51 914	53 558	55 203	56 847	58 492	60 146	61 910	63 674	65 438	67 201	68 965*		
	(Gross pension)	50 845	52 425	54 005	55 584	57 164	58 744	60 323	61 904	63 483	65 127	66 772*		
	(Total net)	40 416	41 633	42 850	44 067	45 284	46 501	47 718	48 935	50 152	51 369	52 586*		
	(Net pension)	40 416	41 633	42 850	44 067	45 284	46 501	47 718	48 935	50 152	51 369	52 586*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	46 793	48 278	49 764	51 249	52 734	54 219	55 704	57 189	58 674	60 171	61 764	63 357	64 949*
	(Gross pension)	45 922	47 349	48 776	50 202	51 629	53 055	54 482	55 910	57 336	58 763	60 190	61 617	63 044*
	(Total net)	36 627	37 726	38 825	39 924	41 023	42 122	43 221	44 320	45 419	46 518	47 617	48 716	49 815*
	(Net pension)	36 627	37 726	38 825	39 924	41 023	42 122	43 221	44 320	45 419	46 518	47 617	48 716	49 815*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	41 659	42 991*											
	(Gross pension)	40 984	42 264*											
	(Total net)	32 828	33 813*											
	(Net pension)	32 828	33 813*											
	(NPC)	0	0											

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Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration) (net per annum):

	$
First language	1 752
Second language	876

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2002

Level		*STEPS*						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	67 361	69 748	72 135	74 522	76 909	79 296	81 683
	(Gross pension)	65 276	67 503	69 729	71 955	74 181	76 408	78 634
	(Total net)	51 479	53 126	54 773	56 420	58 067	59 714	61 361
	(Net pension)	51 479	53 126	54 773	56 420	58 067	59 714	61 361
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	63 058	65 309	67 559	69 810	72 061	74 312	76 562
	(Gross pension)	61 351	63 369	65 463	67 561	69 659	71 758	73 856
	(Total net)	48 510	50 063	51 616	53 169	54 722	56 275	57 828
	(Net pension)	48 510	50 063	51 616	53 169	54 722	56 275	57 828
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	58 839	60 867	62 978	65 090	67 201	69 313	71 425
	(Gross pension)	57 499	59 391	61 283	63 174	65 129	67 097	69 065
	(Total net)	45 541	46 998	48 455	49 912	51 369	52 826	54 283
	(Net pension)	45 541	46 998	48 455	49 912	51 369	52 826	54 283
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	54 835	56 676	58 516	60 383	62 357	64 330	66 304
	(Gross pension)	53 645	55 415	57 184	58 955	60 724	62 493	64 294
	(Total net)	42 578	43 940	45 302	46 664	48 026	49 388	50 750
	(Net pension)	42 578	43 940	45 302	46 664	48 026	49 388	50 750
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	50 830	52 543	54 257	55 970	57 684	59 397	61 191
	(Gross pension)	49 800	51 446	53 092	54 740	56 386	58 032	59 679
	(Total net)	39 614	40 882	42 150	43 418	44 686	45 954	47 222
	(Net pension)	39 614	40 882	42 150	43 418	44 686	45 954	47 222
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	46 820	48 408	49 996	51 584	53 172	54 759	56 347
	(Gross pension)	45 948	47 473	48 997	50 523	52 048	53 573	55 098
	(Total net)	36 647	37 822	38 997	40 172	41 347	42 522	43 697
	(Net pension)	36 647	37 822	38 997	40 172	41 347	42 522	43 697
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	42 832	44 286	45 741	47 195	48 649	50 103	51 557
	(Gross pension)	42 110	43 507	44 905	46 303	47 702	49 101	50 499
	(Total net)	33 696	34 772	35 848	36 924	38 000	39 076	40 152
	(Net pension)	33 696	34 772	35 848	36 924	38 000	39 076	40 152
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	38 851	40 132	41 459	42 786	44 114	45 441	46 768
	(Gross pension)	38 243	39 519	40 794	42 069	43 344	44 619	45 894
	(Total net)	30 716	31 698	32 680	33 662	34 644	35 626	36 608
	(Net pension)	30 716	31 698	32 680	33 662	34 644	35 626	36 608
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration) (net per annum):

	$
First language	1 752
Second language	876

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

United Nations ST/IC/2002/34

Secretariat

31 May 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2002 competitive examination for Language Reference Assistants**

1. The written component of a competitive examination for Language Reference Assistants will be held on **26 July 2002** at Headquarters in New York. The purpose of this examination is to establish rosters from which present and future vacancies for Language Reference Assistants at the G-7 level will be filled in the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. The main duties and responsibilities of Language Reference Assistants are to carry out research in three official languages of the United Nations and provide support to translators to ensure accuracy, uniformity and timeliness in the translation of official United Nations documents and publications by supplying the relevant language services with reference material and terminology information.

4. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of English and of two other official languages of the United Nations (Arabic, Chinese, French, Russian or Spanish). Knowledge of additional official languages beyond the required three, as well as of other languages, will be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language and Communications Programme must have passed the Language Proficiency Examination in these languages. Those who

* Expiration date of the present circular: 31 December 2002.

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have not pursued language courses in the United Nations must substantiate their claim of knowledge of these languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their application. Decisions of the Board are final.

6. The written examination will consist of three parts:

Part I: Preparation of United Nations documents in English and two other official languages of the United Nations to be chosen by the candidates from six documents provided in the six official languages. Candidates will be required to identify and indicate the type of references that need to be provided to elements in these documents that should be verified and researched prior to translation (2 hours).

Part II: Writing an essay of approximately two hundred and fifty words in English or French. Candidates will have a choice of two topics on a general United Nations-related subject (1 hour).

Part III: Answering questions on the structure of the United Nations system of organizations and the names of major international organizations (45 minutes).

An optional paper, to be scheduled separately, on the preparation of United Nations documents in one or more official languages of the United Nations other than the languages chosen by the candidates in part I of the examination will be offered to qualified candidates at their request (1 hour and 10 minutes per language).

The use of dictionaries or any other reference material is **not** permitted during the examination.

7. Part IV of the examination will be administered only to those candidates who have reached a satisfactory level on the first three parts. Part IV will be as follows:

Part IV: Carrying out searches and retrieving information using the Official Documents System (ODS), dt Search and the Internet (1 hour).

8. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to an interview four to six weeks following the completion of the computer test. The Board will then interview each candidate to assess the candidate's suitability to perform as a Language Reference Assistant, including the ability to work as a member of a team, the candidate's general interests, professional experience and knowledge of the United Nations. The interview is an integral part of the examination; therefore, candidates who are invited to an interview **should not** assume that they will be offered an assignment.

9. A roster for Language Reference Assistants will be established on the basis of the ranking of candidates' cumulative scores in the examination. The Board of Examiners will review the overall results of the examination and recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the rosters. All candidates will be informed in writing of the Board's final recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

10. Staff members included in the roster will be assigned to posts according to the required language combinations as and when vacancies occur in the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services, for a mandatory trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level for the trial period. Staff members who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

11. Staff members applying for this examination should complete the attached form and submit it to the following office, **not later than 12 July 2002**:

2002 Competitive Examination for Language Reference Assistants
Room 2560-N
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (212) 963-3683
e-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered.

12. Sample examinations may be obtained by going to the United Nations Intranet and selecting Staff Services → Examinations.

Application[a]

2002 competitive examination for Language Reference Assistants

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office[c] _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[d] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[e]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent*[f]	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent*[f]	*Main field of study*
		From	*To*		

I have read information circular ST/IC/2002/34 and I understand that, if I am successful in the 2002 competitive examination for Language Reference Assistants and am recommended for inclusion in the roster, my assignment as a Language Reference Assistant will be subject to my acceptance of the conditions of service indicated in paragraph 10 of the circular.

Date _____ Signature _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

Notes

[a] Staff members applying for this examination **must complete this application form**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications. Written proof of claimed post-secondary education must also be attached unless the candidate was convoked for the G-to-P examination for promotion to the Professional category or for another language examination. Applications that are incomplete or that do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action form. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, OCSS, ECE, UNCTAD, UNOV or other (please specify).

[d] "Main language" should be understood to be the language in which the candidate is best able to work.

[e] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) above.

[f] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2002/35

Secretariat

5 June 2002

Information circular*

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Fireworks display on Thursday, 4 July 2002**

1. The Macy's Independence Day fireworks will be displayed on 4 July 2002 from two locations in the East River: south of the Brooklyn Bridge and at 34th Street. The display is scheduled to take place from 9.25 p.m. to 10 p.m. The FDR Drive, from 14th to 61st Streets, will be closed by 7.15 p.m.

2. Members of delegations and staff wishing to view the display may do so from the garden promenade or from the Secretariat building. The only access to the grounds that evening will be through the entrance at First Avenue and 47th Street, which will be opened at 5 p.m. The entrance at 42nd Street and the Secretariat entrance will be closed. Please plan to arrive early to allow adequate time for screening at the First Avenue entrance. All those attending the fireworks display will be required to go through metal detectors for security reasons.

3. Access to the complex will be restricted to holders of grounds passes and their **ticketed** guests. Each pass-holder will be permitted to bring a maximum of eight guests. Tickets of two different colours will be issued. A cherry-colour ticket will provide access to the Secretariat building and grounds; a green ticket will provide access to the grounds only.

4. Tickets will be issued to staff members on a first-come, first-served basis from the Staff Committee Office, in room S-525, ext. 3-7075 or ext. 3-7076, beginning on Monday, 24 June 2002. For safety reasons, the number of people admitted to the Secretariat building will be limited by the safety code.

5. This year, tickets will be issued to members of delegations by the Planning Unit of the Security and Safety Service, located in room C-106, telephone number (212) 963-7028. Tickets for members of delegations will be available from Monday, 24 June through Wednesday, 3 July 2002, between 12 noon and 4 p.m., excluding the weekend, when the office will be closed.

* Expiration date of present information circular: 5 July 2002.

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6. No tickets will be issued on the evening of 4 July and persons without grounds passes or tickets will be turned away. The dining facilities will be closed, with the exception of the Delegates' Dining Room, which has been reserved for a private reception.

7. Guests with cherry-colour tickets must enter through the Canadian Doors of the General Assembly public lobby. Staff members will be responsible for the conduct of their guests while at the United Nations. Guests must be escorted at all times within the complex.

8. Staff members will be permitted to park in the United Nations garage (northern entrance, at 48th Street and the FDR Drive), at the weekend rate, upon presentation of a valid grounds pass. Guests will not be admitted through the garage; they must be dropped-off at the entrance at First Avenue and 47th Street.

9. Staff members and their guests who wish to view the display from their own offices are reminded that windows in the Secretariat building may not be opened under any circumstances. This provision will be strictly enforced.

10. Staff members are reminded that they should lock and secure their offices when they depart on Wednesday, 3 July 2002.

11. Alcoholic beverages will not be permitted on United Nations grounds. The Security and Safety Service has the authority to inspect all packages and will enforce this regulation.

12. In the event of an emergency, the Security Control Centre should be contacted at extension 3-6666.